

## **CENSUS TAKER (SEASONAL)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is routine field work that requires accuracy in surveying and recording population figures. The work is performed according to prescribed routine under the supervision of an administrator or a high level clerical employee. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Makes house-to-house surveys to enumerate number of occupants in each dwelling;  
Asks questions following specified outline on questionnaire;  
Records answers to questions;  
Makes modifications on previous surveys based on current information;  
May make recommendations as to changes in the questionnaire, procedure, etc.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Ability to write legibly; ability to communicate effectively and get along well with people;  
ability to accurately record information presented orally and/or in writing.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma. Academic, technical or vocational training or work experience may be substituted for schooling on a year-for-year basis.

**SPECIAL REQUIREMENT:** A valid driver's license appropriate for the size and kind of vehicle being operated.